

# How to Use the Scheduling Feature in CVMS

## What is the scheduling feature in the COVID-19 Vaccine Management System?

Vaccine providers enrolled in the COVID-19 Vaccine Management System (CVMS) have access to a free vaccine appointment scheduling feature that:

- ✓ Enables recipients to self-register
- ✓ Makes available appointments easy for recipients to find, including on the state's Vaccine Site Finder website (<a href="https://MySpot.nc.gov">https://MySpot.nc.gov</a>)
- ✓ Allows people to use the scheduling feature in both English and Spanish
- ✓ Makes it easy for recipients to cancel appointments, reducing no-shows

								SPOT.	SHOT.		
Select						na 27	577 (919)	909-5200			
1 Appo	intmen ie a date	t 1 and ti	ine								
	April	2021					< >		20 appointments avai		
	Sun	Mon	Tue	Wod	Thu				For Thursday April 22,	2021	
									9:00am	9:15am	9:30am
					15				9:45am	10/00am	10/15am
	10	10	20	21	22	23	24				
	25	26	27	28	29	30			10:30am	10:45am	11:00am
									11:15am	1:00pm	1:15pm
									1:30pm	1:45pm	2:00pm
									2:15pm	2:30pm	2:45pm
									3:00pm	3:15pm	

How do I enable the scheduling feature in CVMS for my location(s)?
--

- □ Login to the CVMS Provider Portal at <a href="https://covid-vaccine-provider-portal.ncdhhs.gov">https://covid-vaccine-provider-portal.ncdhhs.gov</a>
- □ Go to the Locations tab and click Enable Scheduling
- ☐ Select provider(s) and click Next
- ☐ Review each statement and select each checkboxthen click Save

П	
Н	

Each provider should only be enabled once. Providers can then choose to use the scheduling feature for some or all of their locations

### **Initial Setup for Your Location**

- ☐ Go to the **Locations** tab and select a location
- ☐ Check the CVMS Scheduling checkbox
- ☐ Set the location's appointment dates:
  - ☐ Start Date: First date recipients can book an appointment
  - ☐ Closing Date: Last date recipients can book an appointment
  - Available Date: Today's date
- ☐ Click Save
- ☐ Click on the **Related** tab
- ☐ Click **New** to create a new Vaccine (Appointment) Supplyrecord. Select the following:
  - ☐ Vaccine: VAX-0000
  - ☐ Current Stock: 0 (for initial setup)
  - Date of Stock Count: Today's date
  - Dose Number: 1

- ☐ Click Save
- ☐ Create another new Vaccine (Appointment) Supplyrecord with a Dose Number of 2 and a Current Stock of 1,000,000
- ☐ Click on the **Availability** tab
- ☐ Update the opening hours & capacity
  - ☐ Indicate days that will have appointments and operating hours
  - ☐ Enter the number of appointments per time window. This is the number of appointments that can happen at the same time.
- ☐ Enter the time window duration. This is the appointment length.
- □ Set the number of appointments you would like to make available:
  - ☐ Click on the **Related** tab. Under the 1<sup>st</sup> Dose Vaccine (Appointment) Supply record, change the current stock from 0 to the number of appointments you would like to initially make available
- ☐ Click Save

#### How do I update and add new appointments?

- ☐ Go to the Reports tab and view the Dose 1 Vaccine Supply Report. Determine the number of appointments to add
- ☐ Go to the **Locations** tab and select a location
- ☐ If applicable, update the start and closing dates to determine which days are open for scheduling appointments
- ☐ Click Save
- ☐ Click on the **Related** tab and open the first-dose vaccine supply record
- ☐ Update the Vaccine (Appointment) Supply to add the number of new 1 st dose appointments to the Current Stock amount For example, if current stock is set at 900 and you wish to allow 100 more appointments, increase the current stock to 1,000
- ☐ Click Save

#### **Additional Resources**

For more instructions, including how to remove and cancel appointments, please refer to the following user guides: Manage Appointment Scheduling User Guide, Addendum for Scheduling Feature at Point of Care and Vaccine Administration User Guide

